

# Dissertation Defense CHECKLIST

USF Sociology Graduate Committee, March 2019

**BEFORE:** Student has successfully defended Dissertation Proposal and the current Dissertation Committee must be officially appointed. Student has completed required ETD workshop (on dissertation formatting) and applied for graduation.

Note: Any changes to the committee after the proposal defense must be made via the form Changes to the Graduate Student Supervisory Committee. A valid committee must be on file at least two (2) weeks before the dissertation defense is scheduled.

**DEADLINES :** Students are responsible for meeting all graduation deadlines (application for graduation, final submission), sent out by Graduate Director at be

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**PROCESS:**

- Committee chair and members agree that the student's
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- After a successful defense, all committee members will be given a copy of the anonymous Dissertation Assessment Form by the committee chair. Chair and members must fill out this form and deliver it to the Program Development Coordinator (PDC) no later than two business days after the final submission of the dissertation.
- If defense was successful, and once dissertation is completed, all committee members sign the Successful Defense of a Ph.D. Dissertation form. A copy must be given to the PDC.
- Student must file the final draft of the dissertation and related paperwork, including proof of a plagiarism check, with the USF Office of Graduate Studies
- After the dissertation has been defended and completed, the PDC will complete and